

TEMPORARY PART-TIME
PARKS POSITION/COMMUNITY SERVICE OFFICER

GENERAL STATEMENT OF DUTIES:

- Collect garbage from containers located along the streets in the downtown area and parks of Minocqua.
- Replenish paper supplies and clean three public restrooms in the downtown area of Minocqua.
- Work weekends & special events.
- Collect money from collection boxes located at four boat landings.
- Enforcing parking regulations & issuing related tickets.
- Patrol assigned areas of the Town to enforce parking regulations by monitoring time limits and other restrictions.
- Mark tires of vehicles parked in timed zones, record time and return at specified intervals.
- Collect fine payments from drop boxes.
- Watering flower plants throughout the area known as the Island.

ANTICIPATED EMPLOYEE SCHEDULE:

- Mid June to October 5th.
- Days & hours will vary.
- Occasional special events.

QUALIFICATIONS:

- Hold a valid Wisconsin drivers license.
- Be safety minded.
- Ability to perform strenuous work including heavy lifting.
- Ability to work under adverse weather conditions & adverse psychological working conditions.
- Must be a high school graduate or possess any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Knowledge of State laws and local ordinances pertaining to parking regulations.
- Working knowledge of the English language and spelling; able to write/print legibly; communicate both orally and in writing; effectively carry out oral and written instructions.
- Ability to establish and maintain working relationships with coworkers, administrators, public agencies and the public.
- Ability to maintain confidentiality on anything that is seen or overheard in connection with employment.

WAGES:

- \$9.00 per hour with additional \$1.00 per hour held back until October 5th.

Applications must be received by 4:00 pm on April 15th, 2009 to the Minocqua Town Clerk, 415 Menominee Street, P.O. Box 168, Minocqua, WI 54548.